

**CHARTER  
of the  
MEDITERRANEAN COAST INVENTORY & MONITORING NETWORK  
BOARD OF DIRECTORS**

Introduction

The purpose of this document is to memorialize the basic practices that will be used to plan, organize, manage, evaluate and modify the efforts of the Mediterranean Coast Inventory & Monitoring Network (Network) in its pursuit of the intent and purposes of the National Park Service Natural Resource Challenge with respect to the inventory and monitoring of natural resource ecosystem health within the Network.

The Network is comprised of three units of the National Park System: Cabrillo National Monument (CABR); Channel Islands National Park (CHIS); and Santa Monica Mountains National Recreation Area (SAMO).

The Board of Directors (Board) is committed to operate in and foster an atmosphere of fairness, trust, and respect throughout the Network. It will pursue a holistic approach in implementing the Network Inventory and Monitoring (I&M) Program using scientifically credible standards while addressing needs in all parks.

Responsibilities of the Board of Directors

The major responsibilities of the Board shall be to provide leadership and support in four general areas:

- Promote accountability and effectiveness for the I&M Program by reviewing progress and results to ensure goals and targets are being achieved;
- Assist the technical team and resource managers in defining a vision and long-term goals and objectives for the program;
- Review strategies and procedures for utilizing both new and existing network resources (i.e. funding, staff, and tools) to best accomplish I&M Program goals; and
- Assist with redefining objectives and realigning resources to meet new challenges and opportunities.

Membership

The Board is composed of park superintendents of the three park units that comprise the Mediterranean Coast Network. The Pacific West Region I&M Coordinator and the Network I&M Coordinator are ex officio members of the Board.

There will be no Board officers. However, a recorder will assist every meeting of the Board.

Procedures

*Board Meetings:* Any member can call Meetings of the Board, but there will be at least two formal meetings annually. Formal meetings will require a written agenda distributed at least two weeks before the meeting. At the end of each meeting those members of the Board who are to

arrange the logistics and agenda for the next meeting will be designated. Telephone conference meetings, to deal with a small number of discussion or decision topics, may also be called by any member. Simple matters can be resolved via electronic mail amongst all members.

*Alternates and Quorums:* Any park superintendent who cannot attend or otherwise participate in a meeting of the board may assign an alternate. A park superintendent from the Network may not serve as the alternate, or carry the proxy of, another park superintendent. Three Board members constitute a quorum.

*Decision Making:* All decisions will be made by consensus. Consensus is defined as an outcome that all Board members can live with even if not ideal from any one viewpoint. If the Board cannot reach a consensus decision, the matter with all viewpoints represented, will be referred to the Regional Director. All decisions will be documented with responsible individuals and deadlines identified, as appropriate. Such decisions will be distributed to all Board members as well as the Regional I&M and Network I&M Coordinators.

*Monitoring Plan:* A monitoring plan shall be prepared by the Technical Committee and approved by the Board. The plan shall include:

- The scope and goals of the Network I&M Program and its relationship with other NPS programs and plans and the I&M efforts of other land and resource managers;
- An overview of each park and its natural resources;
- A summary of management issues and scientific issues facing each park;
- A summary of current understanding of park ecosystems, including conceptual models developed during the scoping and review process;
- Descriptions of identified park vital signs including the indicators to be monitored by the Network, the sampling protocols to be used and the overall statistical sampling design for the Network;
- Strategies and procedures for using new and existing funding and staffing to accomplish monitoring and reporting goals including any links with I&M efforts of non-NPS land and resource managers; and
- Data management and reporting procedures and responsibilities.

The initial monitoring plan will be completed no later than June 2002.

*Annual Work Plan:* Working with appropriate subgroups and others the Network I&M Coordinator will present a proposed Annual Work Plan to the Board for approval no later than December 1 of each year. The Annual Work Plan will identify specific accomplishments and products, responsible individuals and deadlines, I&M Program budget and to which park or office funds are assigned, and additional and potential funding sources (both NPS and others). The Annual Work Plan will be prepared in coordination with annual park performance management work plans.

*Annual Report:* Working with appropriate subgroups and others the Network I&M Coordinator will present an Annual Report to the Board for approval. The Annual Report will briefly present specific accomplishments and products, lessons learned, coordination with others and a budget summary. A detailed accounting of the utilization of all I&M Program funds assigned to each park and office will be appended to the Annual Report. Other funds (park-base, other NPS funds, outside funds, etc.) used in support of Network I&M will also be included. This Annual Report

will be widely distributed and posted at appropriate websites on the Internet. The Annual Report will be released no later than January 31 of each year.

*Program Review:* No later than the end of fiscal year 2007 and every five to ten years thereafter the Network will undertake a comprehensive program review to be conducted by national and regional NPS specialists as well as qualified independent specialists from other agencies and organizations. The purpose of this review will be to evaluate accomplishments and products, protocols used for gathering data, data management, fiscal management, and staffing. The Program Review shall provide the principal basis for any significant changes in program direction as well as reassignment of resources to any park or office.

*Funding:* As a prototype I&M park, CHIS' monitoring program has already received I&M Program funding. CHIS received \$622,000 added to park-base from the prototype I&M program between FY1992 and FY1994. This was added to an ongoing marine monitoring program of approximately \$150,000. CHIS currently allocates \$672,000 directly to monitoring and monitoring administration accounts. To enable other Network parks to reach an operational funding level as part of the Natural Resource challenge, a total of \$299,699 of I&M Program funds will be added to the base budgets of CABR and SAMO (\$150,000 in FY2002 and the remaining \$149,699 in FY2003). Additionally, \$150,000 of I&M Program funds will be provided in fiscal year 2001 to conduct planning efforts necessary to begin implementation of operational park vital signs monitoring in fiscal year 2002.

Available I&M Program funds will be distributed to Network parks and offices as directed through the Annual Work Plan. All I&M Program funds must be strictly accounted for using a discrete PWE code and disclosed in the Annual Report Appendix. Using these funds for purposes other than the I&M Program and/or in a manner contrary to direction by the Board constitutes cause for their reassignment to another network park or office. The I&M Program must be able to document that any new funding provided through the Natural Resource Challenge augments existing funding currently allocated by parks for natural resources, and is not being used in place of those existing funding sources. Additionally, other funds contributed by parks, other NPS programs and other sources for Network I&M projects or activities will be tracked and reported on in the Annual Report Appendix.

Staff hired under this program will be supervised and administratively supported by the park or office at which they are stationed. Except for less than permanent technician positions, selection of an individual who will serve more than one park requires the concurrence of those parks that will be served by the position.

### Subgroups

A standing Technical Committee comprised of park natural resource managers and science advisors will be formed to provide technical assistance and advice to the Board. The Board will approve its composition as well as its charter and the Network I&M Coordinator will chair its meetings and coordinate its efforts. The Technical Committee will be responsible for:

- Compiling and summarizing existing information about park resources;
- Developing materials for and summarizing the findings and recommendations of any scoping workshops held to develop a network monitoring strategy;
- Participating in the identification of monitoring objectives;
- Assisting in the selection of indicator species, communities, and processes;

- Evaluating initial sampling designs, methods and protocols;
- Reviewing annual data reports and interpretation as well as preparation of the Monitoring Plan, Annual Work Plan and Annual Report; and
- Developing materials for and facilitating the Five Year Program Review;

The products and recommendations of the Technical Committee will be presented to the Board for approval.

The Board may form a standing Information and Education Committee comprised of interpretation, education and public affairs staff at a later date. This committee will provide a link to the Network Learning Center proposed for implementation in fiscal year 2002.

When needed the Board, Technical Committee, or Network I&M Coordinator may form groups of specialists to work on a particular task or a particular sub-program area.

### Coordination

To be most effective, the Board will need to maintain a close working relationship with the Chief of Natural Resources and the Science Advisor (if applicable) of each park in the Network, other members of the Technical Committee, and the Regional and Network I&M Coordinator. Board meetings are open to all of the above. Board members are encouraged to participate in and/or keep informed with respect to the work of the Technical Committee. The Network I&M Coordinator will be expected to provide regular briefings (by memoranda, electronic mail or telephone conference) to the Board.

### Partnerships

The Network I&M Program may evolve to include other land and resource managers (federal, state, local, tribal) in the Mediterranean Coast Network area. The monitoring plan will identify where it may be advantageous or desirable to expand Board membership to include non-NPS participants. In no case will this be done without unanimous approval of the Board as well as approval by the Pacific West Regional Director.

### Reporting

Minutes of Board and Technical Committee meetings will be circulated by the Network I&M Coordinator to all members and the Regional I&M Coordinator. Copies of the Annual Work Plan, Annual Report and Monitoring Plan will be circulated to all members and the Regional I&M Coordinator. The Network I&M Coordinator will be responsible for maintaining the Administrative Record.

### Amendment

The Board may amend this Charter at any time. The Regional I&M Coordinator will be provided a 30 day advanced notice of any proposed amendments before they will take effect.

Approval Signatures

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Superintendent  
Cabrillo National Monument

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Date

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Superintendent  
Channel Islands National Park

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Date

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Superintendent  
Santa Monica Mountains National Recreation Area

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Date